

***Online Credit Card Payments
Attorney Guide***



August 2002

Internet Credit Card Processing is a new enhancement incorporated into CM/ECF. Attorney filers can directly pay filing fees on CM/ECF via the Internet to the U.S. Treasury. Upon the successful submission of a document requiring a filing fee, such as filing a bankruptcy petition, the filer will be offered the option to pay the filing fee via the Internet. Or, if the filer chooses, the “Continue Filing” option can be chosen and fees can be combined into one transaction at a later time.

The following instructions will guide the filer through the Internet Credit Card Processing Module.

On-line Credit Card Payment Process

Immediately after the successful submission of a document containing an unpaid filing fee (i.e., **no receipt number was entered**), a pop-up credit card payment window will appear on the screen overlaying the standard CM/ECF receipt of electronic filing notice. This screen will contain the new filing fee charge and any other outstanding CM/ECF Internet filing fees; as shown in Figure 1 below:

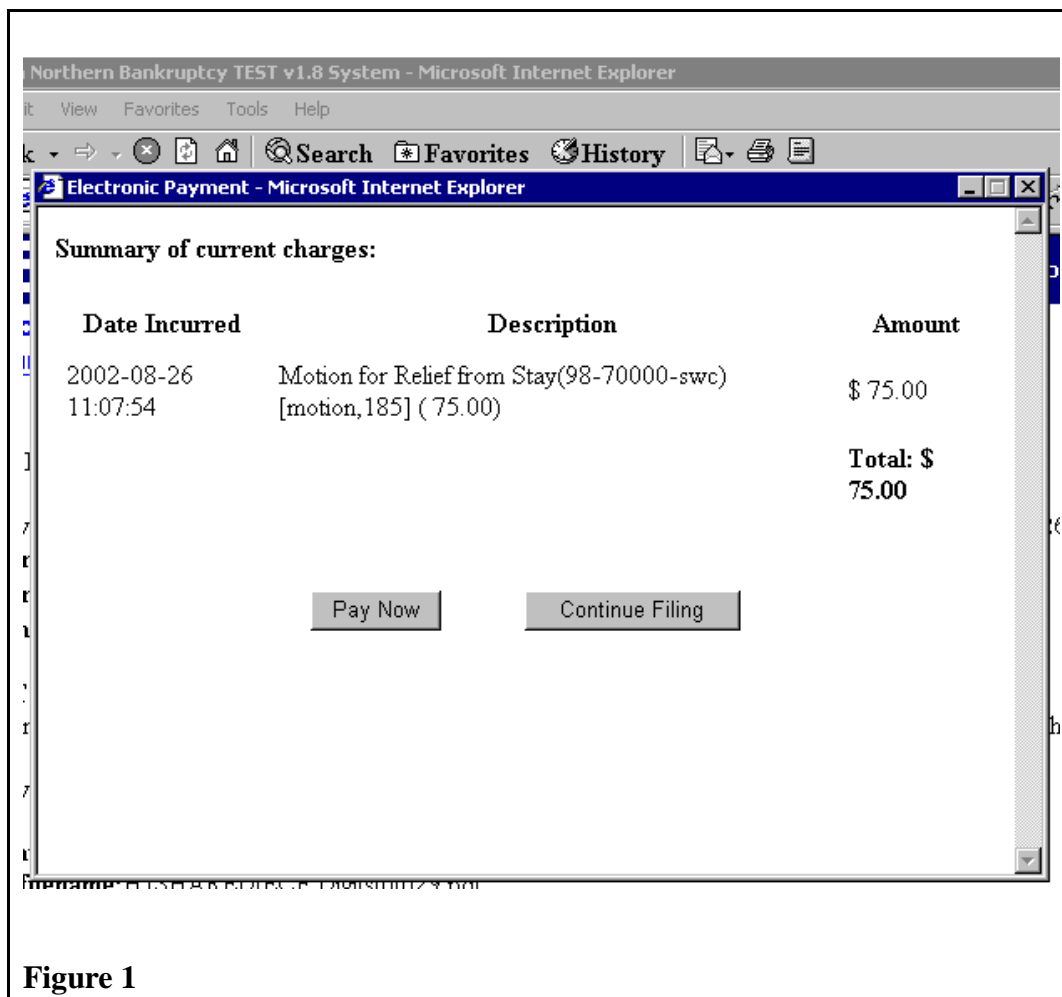


Figure 1

IMPORTANT NOTE:

You must leave the Receipt Field blank when transmitting your document to the Court.

If the Pay Now option is chosen, the filer will be electronically connected to the U.S. Treasury site. The filer will be prompted for appropriate credit card information as shown in Figure 2 below:

The screenshot shows a Microsoft Internet Explorer window titled "Northern Bankruptcy TEST v1.8 System - Microsoft Internet Explorer". The address bar displays "US_Courts@iccc.gov: Payment Collections - Microsoft Internet Explorer". The main content area contains the following form:

Please enter your credit card information below:

Name:	Felix Smith
Total:	\$75.00
Card Type:	Please select a card type ▼
Card Number:	<input type="text"/>
Expiration Date:	08 ▼ 2002 ▼

**For your privacy and protection,
the information submitted here is encrypted using 128-bit SSL.**

If the payee enters an invalid credit card number the message shown in Figure 3.

The credit card you have entered is invalid. Please check the number and type and try again...

The credit card you have entered is invalid. Please check the number and type and try again.

Name: Felix Smith
Total: \$75.00

Card Type: Please select a card type
Card Number:
Expiration Date: 08 2002

Submit Payment

For your privacy and protection,
the information submitted here is encrypted using 128-bit SSL.

Figure 3

If the user makes three consecutive errors in entering a credit card number, the message shown in Figure 4 is displayed.

https://ecf-test.ganb.uscourts.gov/cgi-bin/ccStatus.pl?check_id=52616e646f6d49567eb4fc...

**U.S. Bankruptcy Court
Northern District of Georgia**

We are unable to complete your transaction. Please contact your local court for assistance.

Close window

Figure 4

When the credit card transaction is approved, the following court-generated message will appear:

**U.S. Bankruptcy Court
Northern District of Georgia**

Thank You. Your transaction in the amount of \$ 75.00 has been completed.

Please keep a copy of your transaction receipt for future reference. The transaction number is 1111B32805.

Close window

Figure 5

Reports for Attorneys

The reports described below are available to the filer, and can be located by clicking on the Reports menu option while in the CM/ECF program.

The **Attorney Fee Report** (shown in Figure 6) allows an attorney who has U.S. Treasury Internet payment privileges to review his/her completed credit card payments over any specified time period. In addition, the report will also list Internet filing fee records that were ultimately paid by an alternative payment method.

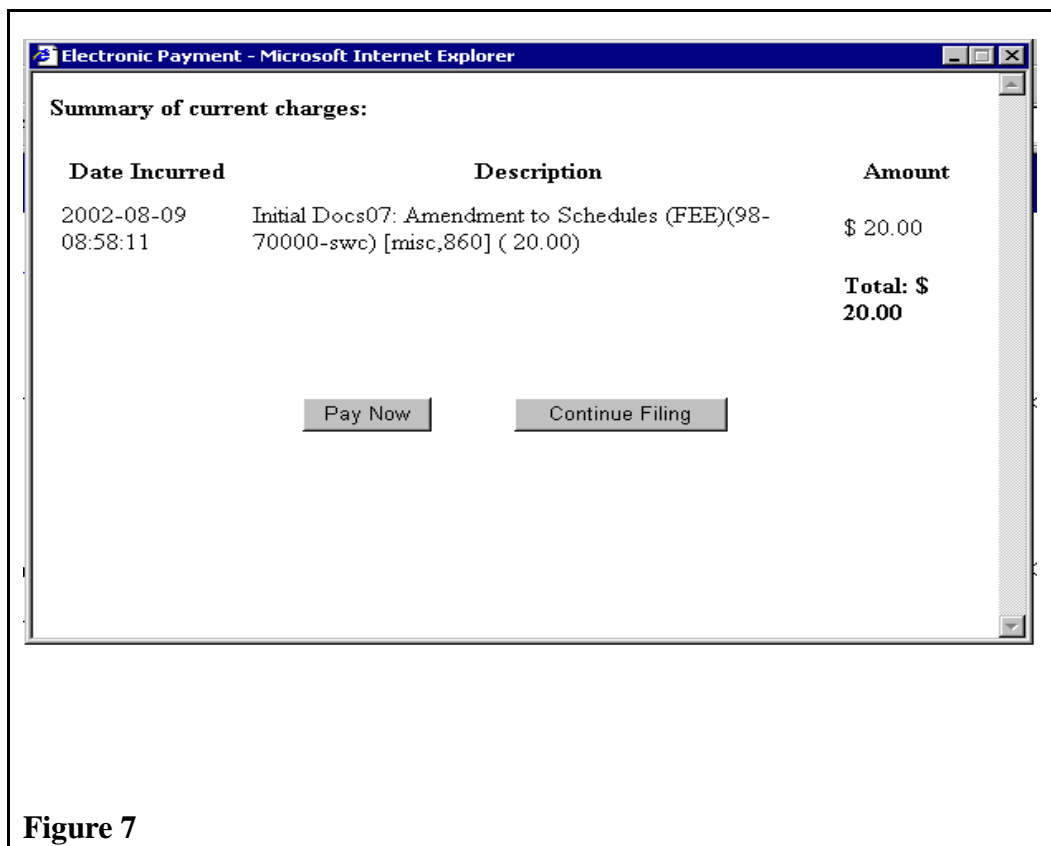
The report allows the user to display fee payments over a date range specified by the user. The default for this report is set for the previous 30 days.

U.S. Bankruptcy Court
Northern District of Georgia
Credit Card Payments Made for Smith , Felix A.
From Date: 7/26/2002 To Date: 8/26/2002

Date Paid	Description	Payment Method	Receipt #	Amount
2002-08-26 10:28:45	Motion for Relief from Stay (98-30000-jb) [motion,185] (75.00) Motion for Relief from Stay (98-30000-jb) [motion,185] (75.00) Motion for Relief from Stay (98-40000-jem) [motion,185] (75.00) Motion for Relief from Stay (98-60000-jem) [motion,185] (75.00) Motion for Relief from Stay (98-50000-swc) [motion,185] (75.00) Motion for Relief from Stay (98-50000-swc) [motion,185] (75.00)	credit card	1111B32805	\$ 450.00

Figure 6

The **Credit Card Payments (Outstanding) Report** allows an attorney with the Internet credit card payment privileges to pay immediately all outstanding (pending) fee payments without docketing another pleading or opening another case. There are no selection screens or sort options offered. The report displays each pending fee. A pop-up credit card payment window will appear on the screen. This screen will contain the new filing fee charge and any other outstanding CM/ECF Internet filing fees; for example:



Once the user has accessed this screen they would follow the instructions found earlier in this Guide which relate to Online Credit Card Processing.

Instructions for Determining if your Browser Supports 128-bit Encryption

MICROSOFT INTERNET EXPLORER (4.x, 5.x, 6.x)

- # Click on the "Help" tab on your menu bar at the top of the screen.
- # Scroll down and select "About Internet Explorer."

- # A small window will appear in the center of your screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit, 56-bit or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it doesn't indicate the encryption level, you will need to upgrade to a version with 128-bit encryption.

NETSCAPE NAVIGATOR/COMMUNICATOR (4.x or greater)

- # Click on the "Help" tab on your menu bar at the top of the screen.
- # Scroll down and select "About Navigator" or "About Communicator."
- # A screen will appear that lists the details of your browser. Look for a section on the left and toward the middle that begins "Contains encryption software from RSA Data Security, Inc...." If the next paragraph begins, "This version supports U.S. security...", your browser has 128-bit encryption. If it says that you have international security, your browser has 40-bit or 56-bit encryption and you will need to upgrade to a version with 128-bit encryption.